

**Job Title:** Operations Manager  
**Reports to:** Executive Director  
**FLSA Status:** Exempt, Full-time  
**Supervises:** Personnel Manager, Operations Assistant, and Librarian

### **POSITION OVERVIEW**

The Operations Manager is responsible for all details related to the Maryland Symphony Orchestra's performances.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **SUPERVISORY**

- Supervises Operations Team
- In collaboration with the Personnel Manager, creates and executes musician contracts.
- Coordinate s musician tenure and performance review with the Personnel Manager, Music Director, and/or Committee of Candidates.
- Participate in musician tenure and performance review meetings.
- Review and approve final musician payroll per service

#### **ORGANIZATIONAL**

- Works with Music Director, Executive Director, and Board to develop the annual master plan and budget for orchestra operations, including rehearsal and performance schedules, hall rentals, musician contracts, guest artist travel and itineraries, production budgets, and vendor contracts.
- Works with staff to identify additional opportunities for the MSO to serve the needs of the community.
- Receives and reviews requests to the MSO for outreach, chamber ensembles, musicians for hire, etc. (Approved requests are sent to the Personnel Manager for hiring.)
- Coordinates community engagement events and serves as the onsite contact. Hires musicians for educational and community engagement events as needed.

#### **ORCHESTRAL**

- Works Ops Team to develop Operations budget for review of organizational annual planning with the Board of Directors.
- Oversees all rehearsals and performances to coordinate production logistics. Serves as stage manager for all orchestral performances.

- Works with the Executive Director, Maryland Theatre Programming Manager, and Lead Technician to coordinate venue, instrument, and equipment logistics for rehearsals and performances.
- Coordinates auditions, offsite venue rentals, guest artist schedules and hospitality, and vendor contracts. Ensures the MSO is in compliance with all contracts and riders.
- Works with Personnel Manager and Music Director to schedule auditions, as needed
- Attend annual auditions for contracted positions and substitutes;
- Assist in the purchase or rental of music, as necessary.

#### OTHER

- Acquire Performance rights as necessary.
- Monitors compliance with the specific provisions of the MSO Master Agreement. Alert Executive Director, Music Director, and Ops Team to any potential problems for deviations from the Master Agreement.
- Works with Ops Team to ensure that musician working conditions create an environment conducive to artistic excellence.

#### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree, preferably in music.
- Knowledge of orchestral repertoire and the ability to read music.
- Experience working with orchestras is preferred.
- Handles stressful situations with a pleasant demeanor.
- Ability to speak effectively with, and respond to questions from, patrons, vendors, partners, and the public.
- Excellent time management skills and attention to detail.
- Attendance at all MSO rehearsals and concerts is preferred. May be excused on a series-by-series basis. Evening and weekend hours are required.
- Must possess a valid driver's license and have access to reliable transportation with appropriate insurance coverage.
- A background in stage management and/or performing arts is a plus.
- Able to prioritize and manage multiple activities and meet multiple deadlines.
- Proven ability to develop and monitor budgets.
- Excellent computer skills and comfort with spreadsheets, word processing, mail merge, and cloud based solutions
- Ability to lift 50 pounds and stand for extended periods.